

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR PROPOSALS**

DEPARTMENT OF PUBLIC WORKS

LEASE OF A GPS FLEET & VEHICLE TRACKING SOLUTION

March 20, 2015

Sealed proposals for the services named above will be received at the Office of the Director of Finance until 11:00 a.m. Friday, April 10, 2015. Thereafter, proposals will be opened in public and read aloud.

Specifications and proposal documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, telephone number (860) 763-7599 or the Town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities and to award the proposal deemed to be in the best interests of the Town.

A. Lynn Nenni, Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS TO PROPOSERS**

DEPARTMENT OF PUBLIC WORKS

LEASE OF A GPS FLEET & VEHICLE TRACKING SOLUTION

1. INTRODUCTION

The Town of Enfield is soliciting proposals for the above named services. If there are any conflicts between the instructions in these Standard Instructions to Proposers and any other proposal document(s), these Standard Instructions to Proposers shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	March 20, 2015
Public Proposal Opening	11:00 a.m. Friday, April 10, 2015
Proposal Awarded (Not Definite)	April 24, 2015
Commencement of Work	See Scope of Work and Specific Instructions

3. OBTAINING PROPOSAL DOCUMENTS

Specifications and proposal documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, telephone number (860) 763-7599 or the Town's website, www.enfield-ct.gov.

4. PROPOSAL SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "Lease of a GPS Fleet & Vehicle Tracking Solution". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the Office of the Director of Finance by the time of the Public Proposal Opening date noticed in Section 2 titled KEY EVENT DATES. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

- D. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.
 - E. Proposals must be signed by an authorized person representing the legal entity of the Proposer.
 - F. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.
5. **COST OF PROPOSAL DOCUMENTS**
If any part of the proposal documents, including the specifications and plans, are provided on paper 18" x 24" or larger, there is a one hundred (\$100) dollar conditional refundable deposit required for each set of documents. Each Proposer may obtain no more than two (2) sets of documents. Upon returning the documents in good condition within ten (10) calendar days after the proposal is awarded, the deposit will be fully refunded. There will be no refund for documents returned later than ten (10) calendar days after the proposal is awarded.
6. **PRESUMPTION OF PROPOSER BEING FULLY INFORMED**
At the time the first proposal is opened, each Proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for this project. Failure or omission of the Proposer to receive or examine any information shall in no way relieve any Proposer from obligations with respect to their proposal.
7. **INTERPRETATION OF ACCEPTABLE WORK**
The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.
8. **TAX EXEMPTIONS**
The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Proposers shall avail themselves of these exemptions.

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

9. INSURANCE

The Proposer awarded this proposal must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. General liability must also include contractual liability.
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence.
- C. Umbrella liability, \$1,000,000 each occurrence/\$1,000,000 general aggregate.
- D. Worker's Compensation, as required by Connecticut State statute.
- E. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- F. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.
- G. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

10. PROPOSAL BOND

Proposers are required to furnish a proposal surety at the time the first proposal is opened in the amount of ten (10) percent of the total proposed cost for a thirty-six (36) month lease. The proposal surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

11. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this proposal according to its provisions, the Contractor awarded this proposal must provide to the Town of Enfield, at the Contractor's expense, a performance and payment bond in the amount of one hundred percent (100%) of the total proposed cost for a thirty-six (36) month lease. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town prior to commencement of work. On projects less than fifty thousand (\$50,000) dollars the Contractor may substitute the performance bond (but not the payment bond), with a bank certified check or a bank cashier's check in the amount of ten (10) percent of the total proposed cost for a thirty-six (36) month lease.

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

12. FAIR EMPLOYMENT PRACTICES

The Contractor agrees not to discriminate against any employee or applicant for employment in the performance of this Contractor's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other conditions proscribed by State or Federal law.

13. GUARANTEE

The Contractor awarded this proposal shall guarantee all products supplied for the total life of the lease as determined by the Town, as a condition of the performance bond. Five (5) percent of the total contract amount may be retained by the Town of Enfield for the duration of the guarantee period. In addition, the Contractor shall provide the Town with all warranty and guarantee documentation from the manufacturer of the products supplied pursuant to this RFP.

14. TERM OF CONTRACT

The term of the lease shall be thirty-six (36) months. The lease shall be subject to a non-appropriation clause and a termination for convenience clause.

15. STANDARD FORM OF CONTRACTUAL AGREEMENT

The successful vendor will provide the Town of Enfield with a lease and service agreement, which will be subject to the review and approval of the Town Attorney. The lease and service agreement shall incorporate the terms and conditions of this RFP and the successful proposal. In the event of any conflict between the Request for Proposals and the successful vendor's Proposal Form, the Request for Proposals shall prevail.

16. MODIFICATIONS AND ADDENDA

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP/RFQ if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, www.enfield-ct.gov. Each respondent is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFQ/RFP as modified by the addenda.

17. AWARDING THE PROPOSAL

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities and to award the proposal deemed to be in the best interests of the Town.

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

It is the Town's policy to not award proposals to those who owe Town of Enfield prior year(s) property taxes.

The "Proposal Awarded" date in Section 2 titled KEY EVENT DATES is the date the proposal is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

END OF STANDARD INSTRUCTIONS TO PROPOSERS

SCOPE OF WORK

The Town of Enfield is seeking proposals from qualified contractors who have the expertise necessary to furnish, install and service a Fleet GPS/AVL System for the Public Works Department. The Contractor shall provide and install, for lease by the Town, hardware and software to equip approximately 50 vehicles with a GPS/AVL System including Driver ID, Garmin cables and 2 PTO sensors per vehicle. The Town intends to establish a service agreement with the Contractor who offers the most cost effective option. Proposals shall include detailed information describing the manufacturer and model of the equipment and software to be provided as well as details on hosting parameters. The Town's goal is to obtain the necessary hardware, communication equipment and software for a vehicle tracking system that allows the DPW staff to receive, integrate, review and store GPS data as well as permit bi-directional communication between the Town's drivers and home office personnel. Web or cloud hosted solutions are preferred.

System functionality, reporting capabilities, monitoring fees and services will be major factors in determining award. Required system specifications are as follows:

Requirements:	Yes	No
Hard-wired units that do not require use of the vehicles' onboard OBD II ports		
Durable, low maintenance equipment		
Ability for bi-directional communication between drivers and office personnel		
Driver ID Integration		
PTO Sensor Functionality		
Update frequency – must be able to provide varied update frequencies – as frequently as 30 to 300 seconds		
Free unlimited historical data		
Free upgrades and enhancements		
Free replacement of defective units		
Ability to add units to additional vehicles at same monthly rates		
Ability to track mileage, idle time, vehicle speed and number of starts and stops		
Ability to detect if any vehicle's engine is running		
Real-Time Alerts for Speeding and Harsh Driving		
Web access for tracking, reporting and viewing maps with vehicle locations		
Ability to view account information online		
Ability to schedule electronic reporting and delivery		
Printable built-in reports and individual vehicle reports		
Distribution lists created for automated reports		
Reports/Dashboard customized to show data by driver, vehicle or group		
Dashboard metrics shown in graphical format		
Reports automatically align by driver no matter how many vehicles they have driven for a given period of time		
Reports support multiple hierarchies simultaneously		
Ability to track certain vehicle operations such as plow up/down, sander on/off, etc. (Power Take Off (PTO) connections)		
Ability to integrate with Munis work orders		

SCOPE OF WORK (continued)

Requirements:	Yes	No
Ability to work with GIS System		
Ability to work with Fuel Master System		
Web or Cloud hosted (preferred)		
Smartphone application (iPhone preferred)		
Includes portable devices for GPS tracking		

Mapping features:

Requirements:	Yes	No
Dynamic, feature-rich, detailed live-mapping with a fast refresh rate and pan/zoom capabilities		
Ability to easily find any street address and zoom to vehicles, assets, addresses and landmarks		
Ability to simultaneously track multiple vehicles (real-time and logged tracking) and ability to find the nearest vehicle/driver to a specific point on the map for dispatching purposes		
Ability to use data for best/least cost route planning		
Ability to allow citizen tracking (read-only map displaying vehicles in real-time)		
Ability to establish geo fences		
Ability to add and remove landmarks		
Ability to store and review history using playback		
Multiple Zoom Levels-Satellite, Hybrid and Street Level Views		
Ability to quickly zoom to street level for a 360 degree view of vehicle or asset's terrain		
Breadcrumbs		

Other:

Additional Requirements:	Yes	No
Data ownership – data must be owned by the Town		
Carrier – must be able to offer flexibility for Town to use carrier of choice		
Seasonal/vehicle repair deactivation/activation must allow for deactivation/activation of seasonal units or units under long-term repair to reduce operating cost. The method for deactivation/activation must be quick and easy such as an email.		
All equipment must be installed at the Public Works facility no later than 60 days from the award of the contract. The proposer must be available for installation of units on two Saturdays as selected by DPW personnel.		
On-site training for approximately 12 end-users and 4 administrators		
Ongoing web-based training, as needed		
24/7 Customer Support		

END SCOPE OF WORK

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Contractor qualifications, project understanding and experience
- Extent to which the proposed hardware/software meets desired specifications as identified in the Scope of Work
- Results of reference checks
- Overall total cost of proposal
- Ease and practical usability by staff
- Other criteria as the Town may deem to be in its best interest

CONTRACTOR'S QUALIFICATION STATEMENT

Legal Company Name: _____

DBA (if applicable): _____

DUNS Number: _____

Tax Identification Number (TIN): _____

Number of years in business under present name: _____

If in business less than 10 years under present name, please disclose any prior business identity and date(s) of transition: _____

Where organized/state of incorporation: _____

Where are your company headquarters located? (Please provide physical address):

Is the organization registered to do business in the state of Connecticut? _____

How many employees currently work for your company? How many of them are dedicated to your GPS/AVL software products? _____

What geographical regions are currently supported by your GPS/AVL solution?

SELECTION CRITERIA (continued)

How many customers do you currently service? What is the total number of vehicles that currently use your solution?

Describe any strategic alliances or partnerships you have with third parties to support, develop and market your GPS/AVL solution (typically used only for work order integration capabilities):

Describe your qualifications and experience in providing and supporting GPS/AVL systems for municipalities of the same size and scope as the Town of Enfield:

Provide 2-3 references (name, contact information, project description) from municipalities with projects of similar nature:

Describe the software training plan for end-users and administrators:

SELECTION CRITERIA (continued)

List project timeline including equipment delivery time after award of contract, training date/s and install date if applicable:

List the operating systems and web browsers compatible with your solution:

Describe your hosting services. Is the solution stored off-site? Can it be stored locally?

Describe all physical locations where data may be stored including any disaster recovery sites:

Is the data captured and stored within the solution proprietary or do customers fully own this information?

Describe your Disaster Recovery/Business Continuity Plan:

Describe your data retention policies:

SELECTION CRITERIA (continued)

Describe how your organization uses customer data including but not limited to any user/usage analytics, performance measurement, trending/forecasting and marketing:

How often do software releases & updates take place? What is the protocol for notifying customers? _____

Do you have any quality assurance programs in place? _____

Please provide an Executive Summary of your proposed solution: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Provide several examples of sample reports or link to a demo website.

Additional sheets/other information can be attached.

END SELECTION CRITERIA

**TOWN OF ENFIELD, CONNECTICUT
PROPOSAL FORM**

DEPARTMENT OF PUBLIC WORKS

**LEASE OF A GPS FLEET & VEHICLE TRACKING SOLUTION
[PROPOSAL FORM REQUIRED RESPONSES]**

Price shall include all of the following and include all capabilities within the scope of work with no additional fees:

- Provide and install approximately 50 GPS/AVL units, hardwired with 2 PTO connections each with Driver ID system (up to 12 of the 50 units may be portable rather than hardwired)
- Provide access for Citizens tracking with map view only of Refuse or Plow vehicle groups
- Initial training
- 24/7 support
- Free replacement and installation of failed hardware
- Includes if any and all data fees
- Free and automatic system enhancements and upgrades
- Data export to Munis Work order system
- Vehicle tracking accuracy within 3 feet
- Alerts in real time
- Speeding alerts in posted limits
- Scheduled automatic report
- Vehicle grouping
- Indefinite retention of data
- Account administration and hierarchy allowing users to see Grouping of vehicle and or Drivers relevant to their departments
- Users with different levels of access

Initial upfront cost_____

Year one Monthly Fee for each vehicle_____

Year two Monthly Fee for each vehicle_____

Year three Monthly Fee for each vehicle_____

PROPOSAL FORM REQUIRED RESPONSES (continued)

_____ Signature of Authorized Person	_____ Date
_____ Printed Name of Authorized Person	
_____ Company Title of Authorized Person	
_____ Name of Company	
_____ Address of Company	
_____ City, State, and Zip Code	
_____ Telephone Number	_____ Facsimile Number
_____ Email Address	